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ABSTRACT

Specifications developed to assist in planning a new administrative office are contained in this report for each of the following activities: central direction and management, instructional affairs, business affairs, supportive services, public accommodation, and employee accommodation. Of particular importance in determining the specifications were the analysis of function and space requirements, provision for future growth, and the determination of spatial relationships through a communicative and work processing contact chart. All aspects of the office environment were considered, as well as traffic, visitors, parking, and storage. (Author/MLF)

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SPECIFICATIONS FOR SCHOOL ADMINISTRATION CENTRAL OFFICE FACILITY

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April 16, 1975

Fairfield Public Schools
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Educational Specifications

for

School Administration Center

The administration of a total school system is a complex task requiring specialized personnel, organizational structure, adequate resources, and suitable and functional housing and supportive services.

The administrative offices of the Fairfield School System are to be housed in a new facility, developed especially for that purpose. Such a project should provide for any foreseeable needs during the next 25 years. During that period of time the Town of Fairfield is expected to achieve a total population growth of 46%, up from 58,000 to 85,000. Approximately 1 of every 3 residents is under 21 years of age, (20,662/1973) and 1 of every 5 residents is enrolled in the public schools of Fairfield. If the total population increases to 85,000, a normal public school population would be 17,000 pupils. However, there are increasing trends towards providing additional pre-school educational services and post high school educational offerings. Predictions of increased leisure time also indicate that educational involvement is likely to play a part in the utilization of any such increased leisure time.

With economic escalations likely to occur in an expanding economy, it is probable that school support will be derived from other than historic local real property taxes. Regional, State, Federal or Continental sources of school revenues will be expanded. With multiple funding becoming a reality, compound documentation and processing effort will require further administrative expansion.

Specialized hardware will both supplant and augment some current administrative practices. More and better information will be processed on a timely basis. Background, or decision base information will be efficiently and effectively provided.

There are indications that school staffing patterns will be altered and that collectively bargained labor agreements will alter the present staffing and remuneration practices.

In view of these uncertainties, it would be advisable to incorporate adjustable features into a school office environment of this magnitude. Inherent flexibility can prevent costly future renovations.

The structure should provide for several groups of activities:

I. Central Direction & Management

II. Instructional Affairs

III. Business Affairs

IV. Supportive Services

V. Public Accommodation

VI. Employee Accommodation

A description of the requirements for each of these activities is contained herein.

I. Central Direction and Management. This function commences with the policymaking Board of Education comprised of 6 elected members. The Board employs a secretary to maintain correspondence, prepare agendas, provide an information bank, and record and report formal actions.

1. The Board of Education requires a large meeting area to accommodate up to 200 visitors. The area should have ready access to the outside and should be able to be screened and zoned for evening access. Meeting room should be well designed acoustically and should contain multiple conduits for sound systems, projection systems, antenna systems and data transmission lines. Adjacent to the public meeting area should be rest rooms and coat rooms. Several caucus rooms should be available directly from the large meeting room. There should be provisions for light darkening and partial illumination. Adequate electrical receptacles should be provided for recording devices of the audience as well as the program participants. The room should contain several folding partitions to obtain greater use as multiple conference areas during normal business hours and for smaller evening meetings. Zoned climate control, lighting control, and sound control are essential. Folding partitions should have excellent sound transmission reduction rating. The room should have adequate electrical capacity for all probable needs including commercial television power access. Room must have bulletin boards, display spaces for maps and charts, projection screens, closed circuit TV, and storage cabinets. Flexible seating arrangement is required.

Adjacent to this room should be office space for the elected Board members, including desk, chair, file, bookcase, and storage cabinet for each member and the Board's secretary. A permanent place for

protection and storage of Board records is essential. At least one private conference area should be provided adjacent to the Board's office area. An area should be provided within the Board office complex for the preparation and assemblage of Board records, reports, and agenda.

2. The Office of the Superintendent of Schools should accommodate the several functions of that office.

Board Conferences
Staff Conferences
Planning & Program Implementation
Reading Reports, Generating Reports
Overall Direction
Meeting Public
Preparing Positions

Two spaces are indicated: One for a private working environment and one for having dialogue with groups of people. The area should provide for reception of visitors and complete acoustical privacy. Provision should be made for all central communication and/or monitoring devices, projection pre-viewing, hanging maps or charts, conduit for data transmission devices, and adequate storage of books, materials, and records, a separate toilet facility and alternate means of visitor egress.

The superintendent's office is supported by a clerical staff of 3. Secretarial work stations should be combined with reception concerns, both by personal appearance and by telephone contact.

The area should receive special security consideration due to the sensitive nature of many of the personnel and student problems handled therein.

3. The professional personnel function requires provision for receiving job applicants in a suitable area containing comfortable function and work space for completing employment forms, The area should be under the surveillance of a personnel office secretary.

Two secretarial work stations are required to support the Assistant Superintendent - Personnel. In addition a third work station should be available for occasional temporary clerical assistance at peak periods. The secretarial area requires an extensive filing area and an oversize storage area for the numerous forms that are stored and processed. The area should be especially zoned for security isolation.

The Assistant Superintendent - Personnel requires a standard executive work station and immediate access to an adjacent conference area. The combination should be contained within 320 square feet, That office requires both visual and acoustical isolation with alternate means of egress. A large daily reference library requires extra shelving in this area.

4. The Director of Continuing Education and Assessment requires an executive work area with extra filing or data storage capability. While individual tasks will be achieved in that office, there must be immediate access to a small conference area for the purpose of interviewing prospective instructors, planning census operations, exploring research projects, displaying and grouping research reports, planning curricular alterations, and evaluating existing programs.

A pupil accounting area requires a clerical work station, space for system-wide filing, and the micro filming of records and micro fiche retrieval.

The division is supported by two clerical workers, each requiring a standard work station.

Extra space is required for the multitude of maps, charts, records and historic documents maintained in this office. At least 150 square feet should be assigned for this function.

5. The public information office requires two separate work stations, one of which has acoustical isolation for individual conferences with representation of the press or with staff members who are planning local news releases. The second work station is a regular clerical assignment. Storage space should be provided for a regular inventory of current and recent publications. The offices should be acoustically segregated to provide for concentrated creative production with a minimum of distraction.

II. Instructional or Academic Affairs:

1. Administration and Supervision Area requires 2 executive office spaces: Assistant Superintendent - Instruction and Director of Elementary Education. Provision should also be made for the clerical support services of 3 persons. These executives require space for work processing, interviewing, planning, and maintaining regular office hours. In addition, there must be an available conference area where private conversations may occur with small groups of people. Adequate space

should be provided for filing and storage purposes. Executive offices require 200 square feet each and a similar size conference area should adjoin these offices.

2. Promotion of Instruction. Requires segregated office space for 6 program chairmen. Their areas require extra spaces for preparation of instructional materials, storage of individual reference materials, and filing of system-wide developmental materials. They are supported by 3 shared clerical personnel who require standard office work stations with extra provisions for filing and storage of materials and copying, collating and assembling of documents. Extra departmental storage is required for the Promotion of Instruction area. Also, this complex requires access to a conference area which has acoustical isolation. Conference area should accommodate 6-8 people.

3. Teaching Aids Division requires a specially designed space to accommodate a film library of 3,000 reels plus a receiving and shipping area for film handling. Film room should be climate controlled and consideration should be given to a Halon gas system to prevent combustion. An adjacent area should house the film cleaning, inspection, and repair operation.

Adjacent to the film library should be a television studio, completely designed for that purpose (lighting, ventilation, storage, sound), including an isolation control room.

The core of the teaching aids division is a library reference area of approximately 1000 square feet. This space will house the

professional book collection and a wide range of film strips, records, tapes, projectuals, picture mounts, models, maps, globes, charts, and related materials. Cataloging and preparation areas are a necessary adjunct to the library facility.

Adjoining the library area there should be an Audio-Visual preparation area, a room where print, non-print, and audio teaching materials may be prepared. It should include a sink, darkening devices, acoustical isolation, and adequate electrical capacity to accommodate the various units of equipment. This room needs special storage facilities for stock used in preparation area. An area of at least 700 square feet is required.

A separate printing facility should be provided to include spirit process reproduction, mimeographing, offset production and plate making, photo copying, collating, assembling, and bindery work. Adequate stock storage and permanent filing areas are needed.

A separate facility is needed to house the system-wide audio-visual repair operation. The service center needs adequate work surfaces, good lighting, an extensive storage area, easy ingress and egress for deliveries, sound isolation, and viewing and testing areas.

The director requires an office area for his function and appropriate clerical support space.

In addition to the specialized storage facilities of each

component, a single departmental storage area is required.

The entire teaching aids division will require a total area of approximately 5,400 square feet.

4. The Special Education Area requires office space for a director, a department chairman, and a program coordinator. Those three positions are supported by 4 clerical persons. At least two separate conference areas are required for meeting small groups in an acoustically and visually isolated environment. Storage space is required for testing materials and special education paraphernalia.

5. For the entire Instructional Cluster there is a requirement of a reception area, a place where visitors may be received and accommodated while awaiting to be with any of the area's personnel.

6. Provision should be made for at least two classroom spaces. These spaces essential for morning continuing education courses, afternoon teacher in-service education programs, special subject departmental personnel, and regular use for meetings of entire special subject departmental personnel, and regular meetings of key administrative planning groups and citizen planning groups.

These rooms may be part of the Board Room complex area by means of dividable space partitions.

Utilization of these spaces should approach 90% of available time.

III. Business Affairs Cluster. The Assistant Superintendent - Business requires an individual executive work station consisting of a small production area and an adjacent conference area. Space is also required for secretarial services and a large volume of reference materials. Extra filing space is required. A departmental vault or safe is necessary.

Separate work areas are required for each of the following clerical functions of the business office:

- Purchasing (with visitor accommodation)
- Accounting (with extra filing)
- Operations Research
- Non-Certified Personnel (with extra filing)
- Insurance & Employee Benefits
- Secretarial Supervisor (with adjoining test area)
- Building Reservations
- Maintenance & Operations Desk Area

A separate facility is required for the School Lunch Office. A director and a secretary require a planning and production office and an isolated area to confer with vendor representatives. A separate kitchen supply storage area is needed.

A central office supply area is required.

A departmental conference room is essential to be scheduled on an "as needed" basis.

The operation of the school bus program requires a driver ready room, an office for the program director, a secretarial support area, and a separate storage area for school bus supplies and special parts. A protected parking area is required for 15 small bus units.

IV. Supportive Services. These three clusters require the common support facilities of a comprehensive reception area where all visitors are initially screened. Provision should be made for the comfort of persons who must wait for business appointments. A central communications network may provide a switchboard-receptionist to serve a dual function.

A mail room is required for the daily inter-school mail program. Space should be provided for sorting, handling, receiving and dispersing mail as well as a location for a postage meter and wrapping and shipping area.

A maintenance area is required for the building custodian and his repair and storage needs. A tool area should also contain a few common power tools.

Custodial work closets are required in key locations of the area, especially if a multi-floor structure is developed.

V. Public Accommodation. The building should provide complete access for all handicapped persons including ramps and/or elevators.

The meeting rooms should be capable of being isolated from other parts of the building for after-hours use. They should have separate cloak rooms.

Public and employee parking should be well-planned, as should delivery service areas.

Public lavatory facilities should be provided adjacent to zoned meeting rooms.

Public pay telephones should be incorporated into the building.

Special attention should be provided to public applicants for employment, working papers, or information.

VI. Employee Accommodation.

An employee lounge is required for rest periods, lunch, or snack breaks. Such area should contain functionally comfortable furniture and kitchen facilities. This area should be isolated from normal building activities and reserved for employees only. It should contain an employee bulletin board and adequate space for the storage of food, supplies, or eating utensils.

Parts of the employee lounge should be capable of being screened with folding partitions to permit departmental luncheons.

Employee cloak rooms and toilet rooms should be provided in each area of the structure.

An area for employee health concerns should be provided.

VII. Systems

A comprehensive clock system is desired
A single phone system is essential
Each area requires temperature and climate controls
Lighting should be zoned for maximum conservation
Computer terminal conduit should be provided
Complete fire and intrusion alarm systems are required
FM Antenna system - (transmit and receive)
TV Antenna System
Flexible Wall System (for overnight rearrangement)
Surfaces should be easily cleanable
Fenestration - Conservative

Energy Conservation - Prime consideration throughout, including reclamation of lighting heat
Cleaning - Provision for smooth floors at entrances with entrance mats
Rubbish Collection - Planned for Efficiency
Locks - A planned lock-zone security system
Grounds Maintenance - Designed for minimum upkeep
Access to Roof - to be denied to vandals
Perimeter Lighting - Of proper intensity and location for easy servicing
Electrical Distribution - Easy access for typewriters and office machines. Power Poles.
Filing System - A single system of filing cabinets and file maintenance.
Storage - A single storage facility for two previous years records

VIII. Furnishings

Where required to gain maximum efficiency, new office furniture should be selected to match work stations. Standardization for interchangeability should be enforced. Labor saving office machinery should be acquired.

IX. Required Area Assignments.

Administrative Cluster

1. Superintendent's Office

A.	Working Office (1)	200
B.	Conference Office	400
C.	Secretarial Support (3)	300
D.	Filing & Storage	200
		1,100

2. Assistant Superintendent - Personnel

A.	Working Office (1)	200
B.	Conference Room	120
C.	Secretarial Support (2)	200
D.	Filing & Storage	100
E.	Waiting Room	100
		720

3. Continuing Education & Assessment

A.	Director (1)	120	
B.	Secretarial Support (2)	200	
C.	Pupil Accounting (1)	100	
D.	Records	150	
E.	Conference Area	200	
			770

4. Public Information

A.	Aide (1)	100	
B.	Secretarial (1)	100	
			200

5. Board of Education

A.	Office Area, Document Stor.	500	
B.	Board Meetings (multi-use)	2,400	
			2,900

Business Cluster

1. Assistant Superintendent - Business

A.	Working Office (1)	120	
B.	Conference Area	200	
C.	Secretarial Support (1)	100	
D.	Filing, Reference, Storage	200	
			620

2. Finance

A.	Purchasing (1)	150	
B.	Accounting (1)	100	
C.	Operations Research (1)	100	
D.	Records, Filing, Safe	100	
			450

3. School Plant

A.	Plant Engineer (1)	50	
B.	Custodial Supervisor (1)	50	
C.	Building Reservations (1)	100	
			200

4. School Lunch

A.	Director (1)	120	
B.	Secretarial (1)	100	
C.	Storage	100	
			320

5. Transportation

A. Supervisor (1)	120	
B. Secretarial (1)	100	
C. Driver Room (5) (5 p.t.)	200	
D. Storage Area	100	
		520

6. Personnel (Non-Cert.)

A. Personnel, Clerical (1)	100	
B. Insurance, Clerical (1)	100	
C. Secretarial Supervisor (1)	100	
D. Waiting, Testing, Interview	100	
		400

7. Departmental

A. Conference Area	150	
B. Supply Area	100	
		250

Instructional Cluster

1. Administration & Supervision

A. Asst. Supt.-Instruction (1)	200	
B. Director, Elem. Ed. (1)	200	
C. Secretarial Support (2)	200	
D. Conference Area	200	
E. Filing & Storage	100	
		900

2. Promotion of Instruction

A. Department Chairmen (6)	600	
B. Secretarial Support (3)	300	
C. Storage	400	
D. Conference Area	150	
		1,450

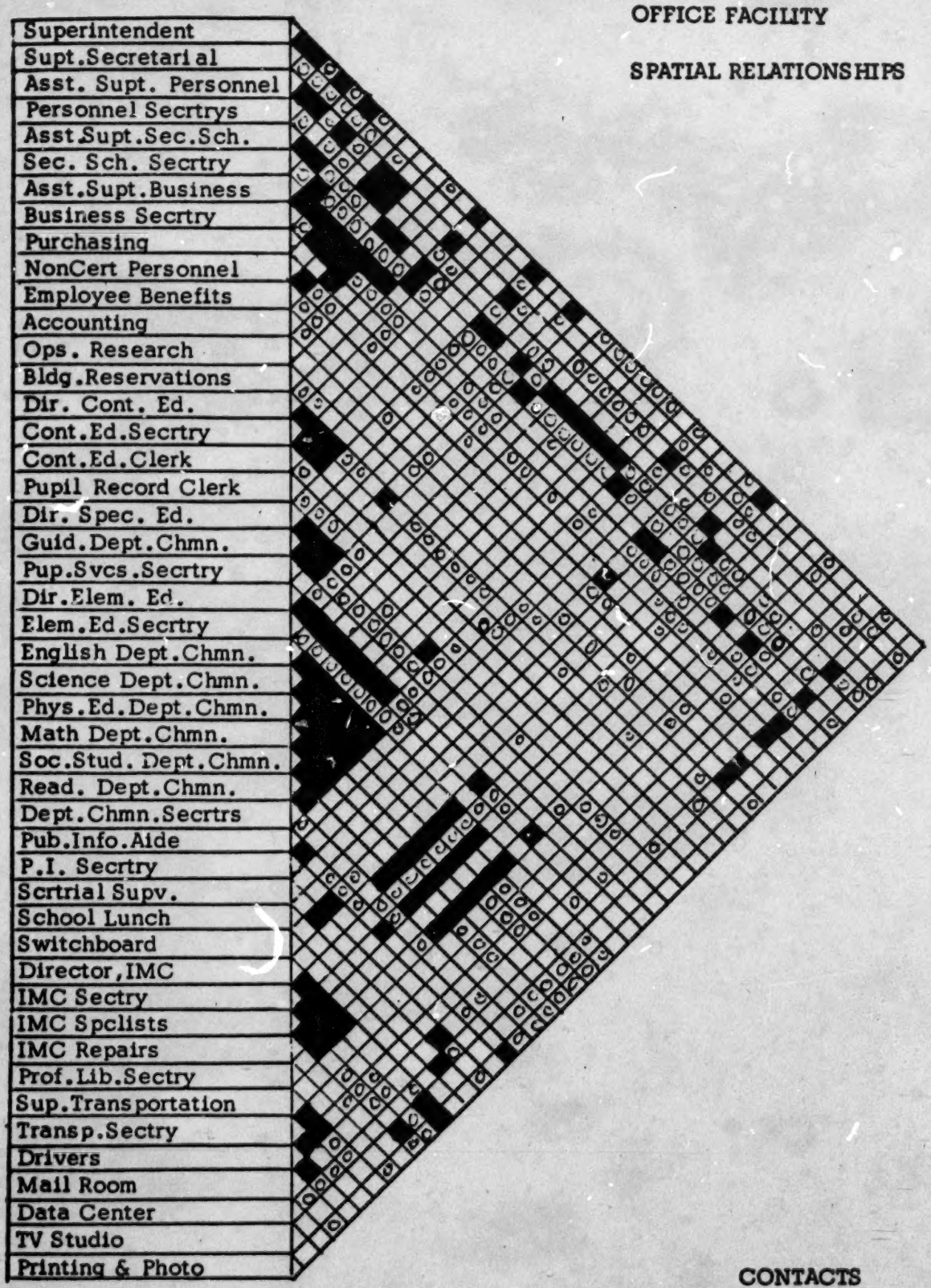
3.	Teaching Aids Division		
	A. Film Library (1)	400	
	B. A.V. Preparation Area (1)	700	
	C. Library Reference Area (1)	1,000	
	D. TV Studio (1)	600	
	E. Classrooms, In-service	Divisible Bd. Room Space	
	F. Director (1)	120	
	G. Secretarial Support (1)	100	
	H. Printing & Copying (1)	950	
	I. Equipment Repairs (1)	800	
	J. Storage	600	
			5,270
4.	Special Education & Pupil Personnel		
	A. Director (1)	120	
	B. Department Chairman (1)	120	
	C. Speech & Hearing Coord. (1)	100	
	D. Secretarial Support (4)	400	
	E. Conference Areas	200	
	F. Storage & Filing	200	
			1,140
5.	Departmental		
	A. Reception Area	150	
			150
Other Facilities			
1.	Reception Area (1)	200	
2.	Mail Room (1)	500	
3.	Lounge Facilities	800	
4.	Cloak Rooms	300	
5.	Lavatories	750	
6.	Maintenance Room	300	
			2,850
			20,210

Future Requirements

Extended Education (1) (pre-school)	200	
P.T.A. Office	250	
Coordinators' Offices (13)	1,300	
Research Area (1)	200	
Attendance Office (1)	100	
Wage/Hours/Negotiation Div. (2)	300	
Grants & Aid Office (1)	150	
Summer School	100	
Substitute Recruitment (1)	300	
Student Teacher Supervision (1)	200	
Finance Window	100	
Press Room	100	
Security Office (1)	200	
Photo-copy Area	200	
Vending Machines	150	
Continuing Education Center (1)	600	
		4,450
		24,660

FAIRFIELD SCHOOLS
OFFICE FACILITY

SPATIAL RELATIONSHIPS



CONTACTS

◆ Frequent

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